



# The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

The Institute of Chartered Accountants of India (ICAI) is a statutory body established for regulation of the profession of Chartered Accountants in India. During its glorious existence of 70 years, ICAI has achieved recognition as a global second largest Accountancy Body. ICAI invites applications for the following position on contract basis initially for a term of two years to be considered for extension in deserving cases on performance and need basis:

<b>Position</b>	<b>Technical Consultant, Accounting Standards Board</b>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"><li>Chartered Accountant with 15 years of post-qualification working experience in any Statutory/Regulatory/Professional Body/PSU/ Industry.</li></ul>
<b>Skill Sets required</b>	<ul style="list-style-type: none"><li>Sound technical knowledge in Accounting Standards</li><li>Knowledge of International Accounting standards</li><li>Good interpersonal skills</li><li>Effective written and verbal communication skills</li></ul>
<b>Job Profile</b>	<ul style="list-style-type: none"><li>To facilitate the Committee in conceiving and suggesting areas in which Accounting Standards need to be developed</li><li>To provide necessary secretarial and technical support in formulating Accounting standards with a view to assist the Council of ICAI in evolving and establishing Accounting Standards of India</li><li>To provide necessary secretarial and technical support in examining how far the relevant International Accounting standard/International Financial Reporting Standard can be adapted while formulating the Accounting Standards</li><li>To review, the Accounting Standards at regular intervals, from the point of view of acceptance or change conditions, and if necessary, revise the same</li><li>To provide necessary technical support to the Committee for providing interpretations and guidance on Accounting Standards</li><li>To carrying out such other functions relating to Accounting Standards</li></ul>
<b>Administrative</b>	<ul style="list-style-type: none"><li>To oversee all administrative tasks performed in the committee</li></ul>
<b>Compliance</b>	<ul style="list-style-type: none"><li>To ensure all statutory compliances/obligations</li><li>To develop and monitor appropriate quality assurance mechanisms for various tasks undertaken by the Committee</li></ul>

<b>Position</b>	<b>Technical Consultant, Auditing and Assurance Standards Board</b>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>Chartered Accountant with 15 years of post-qualification working experience in any Statutory/Regulatory/Professional Body/PSU/ Industry.</li> </ul>
<b>Skill Sets required</b>	<ul style="list-style-type: none"> <li>Auditing Skills</li> <li>Technical writing like guidance notes</li> <li>Understanding of Regulatory Requirement</li> <li>Administrative and Communication Skills</li> </ul>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>To review the existing and emerging auditing practices worldwide and identify areas in which Standards on Quality Control, Standards and Statements on Auditing need to be developed</li> <li>To create and formulate Engagement Standards, Standards on Quality control and statements on auditing, which can/may be issued by the Council of the Institute</li> <li>To review the existing Standards and Statements on Auditing to assess relevance in the present scenario and make amendments /revisions, if necessary</li> <li>To develop Guidance notes on issues arising out of any Standard, Auditing issues pertaining to any specific industry or on generic issues, so that those may be issued under the authority of the Council of the Institute</li> <li>To review the existing Guidance Notes to assess its relevance and make changes, if required</li> <li>To design Generic Clarifications, if required on issues arising from Standards</li> <li>To formulate and issue Technical Guides, Practical Manuals, Studies and other papers under its own authority for guidance of professional accountants in the cases felt appropriate by the Board</li> <li>To be Responsible for resource allocation and team related activities</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>To oversee all administrative tasks performed in the Committee</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>To ensure all statutory compliance/obligations</li> <li>To develop and monitor appropriate quality assurance mechanisms for various tasks undertaken by the Committee</li> </ul>

<b>Position</b>	<b>Internal Audit Advisor</b>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>Chartered Accountant with 15 years of post-qualification working experience in any Statutory/Regulatory/Professional Body/PSU/ Industry</li> </ul>
<b>Skill Sets required</b>	<ul style="list-style-type: none"> <li>Auditing Skills</li> <li>Awareness of Auditing Compliances</li> </ul>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>To ensure Internal and Operational audits for the institute in a quarterly and half yearly time frame</li> <li>To review reports/recommendations of the Audit Committee and give directions and/or initiate appropriate measures as required</li> <li>To give recommendations/suggestions to the Executive Committee, Council or any other concerned Committees and President</li> <li>To complete activities assigned or referred by the Council/Executive Committee from time to time</li> <li>To manage any issues related to the team</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>To oversee all administrative tasks performed in the Committee</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>To ensure all statutory compliance/obligations</li> </ul>

<b>Position</b>	<b>Legal Advisor</b>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• LLB with 12 years of working experience in any Statutory/Regulatory/Professional Body/PSU/ Industry.</li> </ul>
<b>Skill Sets required</b>	<ul style="list-style-type: none"> <li>• In-depth knowledge of applicable laws</li> <li>• Effective Managerial Skills</li> <li>• Proficient in application of general laws</li> </ul>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>• To assist the Institute in resolving legal queries put forth by the Departments and/or Committees of the Institute</li> <li>• To conduct conferences with outside senior advocates on matters affecting the legal stature of the Institute</li> <li>• To assist the Institute in leading the prima facie investigation into legal cases and provide recommendations to assist the litigation wing for further proceedings of the case</li> <li>• To ensure proper amendment in the CA act and handle LLP issues</li> <li>• To manage the in-house matters of suggesting the employees of the Institute on loans and PF</li> <li>• To lead team members in the development of activities drawn from the department action plan and evaluate outcomes accordingly</li> <li>• To assist the Institute in making key decisions related to the Committee</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• To supervise the team members in carrying out the administrative activities of the department</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• To ensure all statutory compliances/obligations</li> <li>• To develop and monitor appropriate quality assurance mechanisms for various tasks undertaken by the Department</li> </ul>

<b>Position</b>	<b>Chief Financial Consultant</b>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>Chartered Accountant with 15 years of post-qualification working experience in any Statutory/Regulatory/Professional Body/PSU/ Industry.</li> </ul>
<b>Skill Sets required</b>	<ul style="list-style-type: none"> <li>Sound technical knowledge in Accounting</li> <li>Effective written and verbal communication skills</li> <li>Efficient in Tally and ERP</li> </ul>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>To ensure management and operational policies and procedures for operational activities to be efficient and in-line with approved budgetary allocations and meet all legal statues</li> <li>To plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance</li> <li>To provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Secretary/President, the Council/Committees in performing their responsibilities</li> <li>To develop, implement and enforce policies and procedures of the Institute by way of systems that will improve the overall operation and effectiveness</li> <li>Continual improvement of the budgeting process through education of Departments/Committee on financial issues impacting budgets of Department/Committee</li> <li>To provide strategic financial input and leadership on decision making issues affecting the organization i.e. investments, etc.</li> <li>To develop a reliable cash flow projection process and reporting mechanism</li> <li>To establish and implement internal controls, finance policies and procedures, administrative and IT systems to ensure that the organization's day-to-day operational activities are efficient and effective, and are in-line with approved strategic initiatives and budgetary allocations</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>To ensure all statutory compliances/obligations</li> </ul>

<b>Position</b>	<b>Financial Advisor</b>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>Chartered Accountant with 10 years of post-qualification working experience in any Statutory/Regulatory/Professional Body/PSU/ Industry.</li> </ul>
<b>Skill Sets required</b>	<ul style="list-style-type: none"> <li>Ability to lead from front and result orientation</li> <li>Strong financial management acumen; knowledge of accounting procedures and protocols, budget administration and financial forecasting, data analysis and reporting.</li> <li>Knowledge of Indian Laws</li> </ul>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>To develop knowledge and understanding of all finance procedures and policies to ensure they are implemented</li> <li>Reporting regularly to Chief Financial Consultant</li> <li>Reconciliation of Balance Sheet/ Accounts</li> <li>Providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist Chief Financial Consultant in performing his responsibilities</li> <li>Provide technical financial advice and knowledge to others within the financial discipline</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>To ensure all statutory compliances/obligations</li> </ul>

Interested candidates may e-mail their structured application at [recruitmentsrp@icai.in](mailto:recruitmentsrp@icai.in) or can send through speed post to the Consultant, HRD at The Institute of Chartered Accountants of India, ICAI Bhawan, I.P. Marg, New Delhi 110 002, superscribing on the envelope '**Application for the post of \_\_\_\_\_**' within 15 days from the date of announcement.

***Please click here for Application Form***